

Cabot PTO Executive Meeting Notes DRAFT  
Tuesday, March 29, 2016

Location: Home of Cynthia Sanger  
Time: 7:30 pm  
Present: Joanna Josephson, Sue Bottino, Heather Mehra, Andrea Steenstrup, Valerie Gopinath, Nicky Chapman, Jennifer Abbott

Item I: Introductions

Item II: Principal Search Update

- SAC and roundtable representatives have been chosen
  - they will be able to view the parent survey
- PTO meeting held last night, 3/28 to collect parent input
- Email account has been established for the principal search committee
- round table discussions will take place the week of 4/25; over 2 days with 2 candidates

Item III: Spring Fling Update and needs

- room parent email to go out 3/30
  - encourage parents to book that sitter and buy tickets
  - celebrate Cabot
  - no silent auction this year
  - emphasize RSVP because head count is needed for planning purposes
  - Joanna to go through Jacqueline Badeau, room parent coordinator, to get the communication sent out
- 16 tickets purchased so far (8/9 different families)
- PTO will put a mailbox for Spring Fling in the office
- Constant Contact will go out on Apr 6 as a reminder
- 7 pm start time to encourage heavy apps (so people don't eat a complete dinner and then come)
- card square reader can be used for those who want to buy tickets at the door and pay with a credit card (swipe)
- will need volunteers at the door and at drop off/ pick-up to sell tickets

Item IV: Newton Serves

- Allana Kelly/ Cynthia Sanger are this year's chairs
- event will be held on Sunday, May 1<sup>st</sup>

- Allana has registered the project
- all volunteers must register as well (site opens April 1<sup>st</sup>)
- need to get mulch for the playground
- Sydney has requested circle be added at school entrance near the buzzer to mark where people should stand when requesting over the intercom to be buzzed into the office
- suggestion from parent – garden near Kindergarten needs to be cleaned up
- parents should bring gloves
  - volunteers can consult with and check documentation that Christine has prepared from past years
- communications – email to go out to register for Newton Serves
  - Val will put it in Cabot Events and request it be put on the electronic Cabot School Calendar
  - Cynthia will send request to Marina to put it on the website

#### Other discussion

- suggestion to add/ purchase easels for general use at the three school entrances so that we have regular updates outside the school; replace the ones we have been using; similar to what is being used in Newtonville
    - needs to be weighted down
  - Cabot Fair
    - this year will be from 10 am – 3 pm meaning one less shift for all of the volunteers
    - Lou has given permission for all 3 K rooms to be used during the event
    - small number of businesses/ vendors to attend
    - save-the-date cards will go out this year
    - will add basketball
      - rationale: last year, as with most years, made profit on the event which is not the goal
      - added basketball using funds from the anticipated surplus
    - 4<sup>th</sup> grade may take on yard sale
      - no leadership team for 5<sup>th</sup> grade next year; trying to recruit for that
      - usually, the 5<sup>th</sup> grade “PTO” will appoint 1 person to be in charge of the yard sale
      - next year will be special because it is the last year of Cabot’s current building
      - Goal: find someone in 4<sup>th</sup> grade to be in charge of the yard sale
- or**

add it to 5<sup>th</sup> grade responsibilities for next year (eg. tasks to sign up for: yearbook, t-shirts, yard sale, etc.); use sign-up genius?

Item V: Blue Zone

- \$500 budget has been allocated toward improving the blue zone (Sue B)
- placards will be made to help match students to drivers
- park and walk map being developed
- SRTS involvement (Safe Roads to School)
- Mike Cronin has put in a request for a crossing guard at the cross walk from Cabot field to the black top (the cross walk is in the blue zone)
- considering installing cones at the edge of the crosswalk along the **no** parking area, to offset it; considering barrels in these spaces; checking with Alicia Bowman at DPW
- could team up with SRTS and have another “behavior modification” day as we did in the past with Lou/ parent volunteers/ interns directing blue zone traffic
  - could hold this behavior modification day periodically (every 2 months) as it was very effective in the days immediately following the initiative
- will put 2 signs/ banners along blacktop fence telling drivers to pull forward to the top of the blue zone
- Sue to draft a letter from/ for the Cabot community with positive suggestions on how to make the process safer (suggestions for park and walk, explaining process for where to look for child at pick-up, placards, etc.)

Item VI: Budget Review –

This section includes the Treasurer Report – Key Points Reviewed by Nicky Chapman with comments from the meeting added ...

INCOME

- As expected, not much incoming over last month, CFC and Fifth Grade campaigns done, buttons still up
- Money starting to come in for Spring fling
- beginning to dig into rollover/reserve as budgeted to do, so cash balance in bank should start to go down over last few months of the year

## EXPENSE

- Equity
  - CASC – speakers/ events ongoing
  - Field trips start to happen again soon
  - library – Jill used \$1,500 for library, teacher’s orders being worked on
  - Class libraries – Lou and Jane Bassett are hoping to order some collections of books for independent reading in classrooms. 1<sup>st</sup> grade have been using the program as have students in need of literacy intervention. Purchasing these sets makes the program available to all. And allows children to build year on year. Hopefully next year we could fund 3<sup>rd</sup> grade sets too.  
K - \$1,846.80 (\$1,500 from school funds)  
1<sup>st</sup> – \$2,433.89 (in place of PR grants applied for by 1<sup>st</sup> grade teachers)  
2<sup>nd</sup> - \$1,324.92  
Having approved the shuffle of money (\$2,400) from Teacher discretionary and PE grant under spend into class library line, we have \$4,400 to allocate to class libraries. \$350 has been spent, leaving sufficient funds to cover these requests.
  - Program Enrichment - \$3,077 spent, \$700 of approved spending left to be claimed
- Non-Equity
  - PTO misc and outside copying higher than budgeted. \$500 approved for Blue Zone improvements, \$232 spent so far on name plates; Additional expenses due to principal search, copying, building permit for meeting?

## UPCOMING/ OTHER ITEMS

- PayPal now in Nicky’s name to be able to get card reader
- Spring Fling - \$240 (12 tickets so far)
- Cabot Fair
- Fifth Grade
- Appreciation for Lou and any retirees (additional budget required this year)
  - we need to know the scope of acknowledgement plans and requested budget amount

- teacher appreciation lunch planned for April 1<sup>st</sup> (another one later in the year where parents can volunteer to contribute and help with the luncheon)
- End of year picnics
  - Heather to talk with Lou to get her vision on how she wants those to run this year
- Request from Nicky to submit expense reimbursement requests promptly so she can get the requests filled as many come in at the end of the year
- PTO Council seeking feedback regarding CAPP run by Family Access. Proposing increase of cost from \$125 to \$250 per class and would like to hear our view on this important program
  - discussed – we would be able to meet this request; we have extra funds – to be equitable, are there any other schools having trouble meeting this increase? Could we help? requires more discussion
- Next Cabot School Building/ Design Review Committee meeting has been moved again from Apr 7<sup>th</sup> to Apr 5<sup>th</sup>
  - School Committee to vote to endorse the whole project
  - Our PTO/ Cabot Community should do the same, officially endorse the project through a written statement
  - vote goes to MSBA some time in May (pushed out from April)

Item VII: Redefining Roles for Next Year

- transition committee is needed
- 1<sup>st</sup> grade could take over the welcoming committee
- suggestion that grade leaders choose 1 representative for the executive team
- suggestion to have a general standing PTO meeting
- secretary – room parent could send out notes/ synopsis
- leadership roles for NY
  - send out a communication following April break explaining the roles needed
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Upcoming Scheduled PTO Meetings

- May 11, 6:00 pm – time should be moved to 7:30 pm (Val will let office know)
- June 15, 8:30 am

Questions: contact [cabotpto.copresident@gmail.com](mailto:cabotpto.copresident@gmail.com)